



State of Tennessee Department of Children's Services

## **Administrative Policies and Procedures: 1.21**

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**Subject: Coordination, Cooperation With Communities,  
Governmental and Non-Governmental Agencies**

**Supersedes: DCS 1.21, 09/01/01**

**Local Policy: No**

**Local Procedures: No**

**Training Required: No**

**Applicable Practice Model Standard(s): Yes**

**Approved by:**

**Effective date: 08/01/98**

**Revision date: 06/01/05**

### **Application**

To All Department of Children's Services Management, Administrators, Employees, Contract Provider Services Employees and Volunteers

**Authority:** TCA 37-5-106

### **Policy**

The Department of Children's Services shall promote coordination and cooperation with communities, regional offices, Community Services Agencies (CSA), contract providers, institutions of higher learning and other agencies and branches of government promoting child welfare and juvenile justice programs and academics. DCS shall solicit participation, involvement and referral linkages from ethnic and community-based providers for cultural and linguistic services, in a coordinated effort to improve programs, services, activities and operations provided to children and families within the State of Tennessee.

### **Procedures**

#### **A. Cooperation with communities**

Each DCS regional/field/facilities and central office shall:

1. Actively solicit the involvement of community organizations and involvement from diverse community representatives concerning service delivery design and execution, including planning, policy-making, operations, evaluation, training and service provisions.

2. Efficiently use its resources to improve the quality of life and service delivery to the children and families that it serves by interacting with the local communities.
3. Participate in cooperative ventures with community agencies and organizations including joint planning and program development, technical assistance, work projects, research projects, internships, child and family services review, Title IV-E and IV-B Plans, and other projects and programs of mutual benefit.
4. Coordinate activities to avoid overlap and duplication of services and to enhance the quality of services of both the community agencies and organizations.
5. Utilize community advisory committees, volunteer advisory boards or citizen involvement councils in the coordination effort.
6. Utilize community-based providers and resources for cultural and linguistic services.

**B. Regional offices,  
Community  
Services Agencies  
and contract  
providers**

1. DCS shall work in partnership with Regional Offices and CSA to improve child and family well being within the State.
2. DCS will work collaboratively with contract service providers in developing a seamless system of care that is flexible, diverse and responsive to the needs of children and families.

**C. Cooperation with  
institutions of  
higher learning**

1. Local colleges, universities and technology centers should be encouraged to collaborate with DCS region/field/facility units. Such collaboration should enhance the skills and competencies of college and university faculty, staff and students and those of DCS personnel as well as improve the effectiveness and efficiency of DCS programs and services.
2. Collaboration with institutions of higher learning may include, but not be limited to:
  - a) Program evaluations of region/field/facility operations;
  - b) Internships and practicums by qualified students;
  - c) Research by university and college students and faculty;

- d) Specialized consultation, training and technical assistance to the region/field/facility by college and university personnel;
- e) Teaching and other activities by DCS region/field/facility personnel at colleges and universities;
- f) Joint program and policy planning and development;
- g) Efforts to recruit and retain career DCS employees through educational programs designed to enhance the skills and capabilities of such employees.

**D. Collaboration and community relations with governmental and institutional partners**

DCS will collaborate with governmental and community stakeholders to develop strategies for improving cross-system components and overall functioning of the child welfare and juvenile justice systems and improving outcomes for its children and families.

**E. Research initiatives**

1. DCS shall support and cooperatively engage in research initiatives that contribute to the establishment of future goals and objectives or that contribute to more effective, efficient and economical departmental operation or services delivery.
2. Research projects must be approved and conducted in accordance to DCS policy [6.1, Research Proposals](#).

**F. Public awareness, review and inspection**

1. DCS shall strive to increase public awareness of its guiding principles and professional practice standards in order to promote the general welfare of children and their families and to encourage collaboration within the communities.
2. DCS shall make available for public review and inspection the plans and plan amendments for Title IV-E and Title IV-B.
3. DCS shall make available for public review and inspection all statewide assessments, report of findings, and program improvement plans developed as a result of a full or partial child and family services review.

**Forms**

None

**Collateral Documents**

*None*

**Standards**

ACA 3-JCRF-1A-10

ACA 3-JTS-1A-10

DCS Model of Practice Standard 2-106B

DCS Model of Practice Standard 2-200

DCS Model of Practice Standard 3-101

DCS Model of Practice Standard 3-500

DCS Model of Practice Standard 3-501